

## APPENDIX K

# FLAGS AND COLORS

*Normally, a flag detail consists of one noncommissioned officer in charge (NCOIC), two halyard pullers, and two to eight flag handlers. The purpose of the flag handlers is to ensure correct folding (unfolding) of the flag and to ensure that the flag does not touch the ground. As a guide, two flag handlers are needed when raising or lowering the storm (small) flag, six handlers for the post (medium) flag, and eight handlers for the garrison (large) flag.*

*The members of the flag detail are equipped according to local standing operating procedure and or letter of instructions.*

*The NCOIC inconspicuously gives the necessary commands or directives to ensure proper performance by the flag detail. On windy days, he may assist the flag handlers to secure or fold the flag. In most other situations, it is inappropriate for the NCOIC to touch the flag when it is being folded or unfolded.*

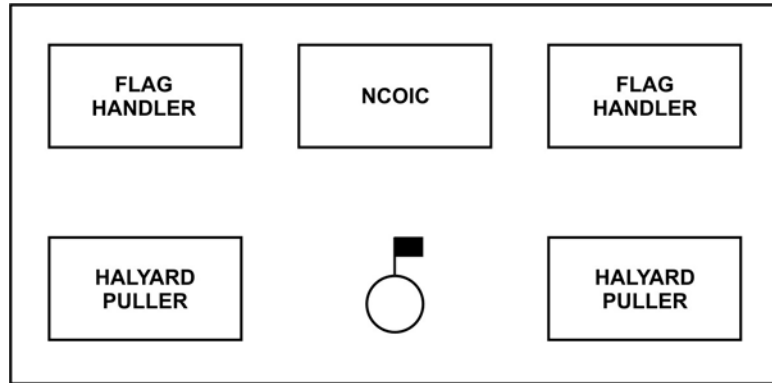
- NOTES:**
1. For occasions when the flag of the United States is raised, lowered, or flown at half-staff, see AR 600-25 and paragraphs K-1 and K-2.
  2. When the flag is to be flown at half-staff, it is first hoisted to the top of the flagpole and then lowered to the half-staff position. Before lowering the flag, it is again raised to the top of the flagpole and then lowered (AR 840-10).

### **K-1. RAISING THE FLAG (REVEILLE)**

Execute the following actions when raising the flag.

a. The NCOIC forms the detail in a column of twos at *Double Interval* between files (Figure K-1, page K-2). He secures the flag from its storage area and positions himself between the files and on line with the last two men. He then marches the detail to the flagpole.

b. The detail is halted in column, facing the flagpole on the downwind side or as appropriate. They are halted so that the flagpole is centered between the halyard pullers. The NCOIC commands **POST**. On this command, the halyard pullers immediately move to the flagpole and ensure that the halyards are free of the pole. The flag handlers face to the center. The NCOIC then directs **UNFOLD THE FLAG**. On this directive, the two flag handlers nearest the NCOIC begin to (carefully) unfold the flag lengthwise, passing the freed end to the other handlers. When the two handlers nearest the flagpole have firmly secured the flag, the other handlers move away from the flagpole (as necessary) until the flag is fully extended. The flag is **not** unfolded widthwise. The flag handlers hold the flag waist high with their forearms horizontal to the ground.



**Figure K-1. Flag detail.**

c. At the appropriate time, the NCOIC directs **ATTACH THE FLAG**. On this directive, all flag handlers take one side step toward the flagpole. The two handlers nearest the flagpole immediately attach the top of the flag to the halyard. The halyard pullers raise the flag until the bottom of the flag can be attached.

**NOTE:** When raising the larger flags, the NCOIC may command *Ready, STEP* while the halyard pullers raise the halyard until the lower portion of the flag is attached.

d. At the first note of the music, the reveille gun is fired and the halyard pullers rapidly raise the flag. The NCOIC salutes. As the flag is raised from the handlers' hands, they face the flagpole and salute. (Reveille is about 20 seconds in duration.) At the last note of the music, the NCOIC commands *Order, ARMS* for himself and the flag handlers while the pullers secure the halyards. The NCOIC then positions himself between the halyard pullers, executes an *About Face*, and commands *Ready, FACE*. The detail will face in the appropriate direction to depart the flag pole. He then marches the detail from the site.

## **K-2. LOWERING THE FLAG (RETREAT)**

Execute the following actions when lowering the flag.

a. The detail is marched and positioned at the flagpole in the same manner as when raising the flag. On the command **POST**, the halyard pullers free the halyards, untangle them, ensure that they are free from the pole, and then temporarily resecure them; the flag handlers do not face to the center. The NCOIC then commands *Parade, REST*.

b. At the cannon shot or at the last note of "Retreat" (if a cannon is not fired), each halyard puller immediately frees the halyards. The NCOIC commands himself and the flag handlers to **ATTENTION** and *Present, ARMS*. At the first note of "To the Color," the flag is lowered slowly and with dignity.

c. The call, "To the Color," is approximately 40 seconds in duration. As the flag is lowered to within reach, the two flag handlers farthest away from the flag terminate their *Salute*, move forward rapidly, secure the flag, and move back from the flagpole between the columns.

(1) As the flag passes each handler, he terminates his *Salute* and assists in securing the flag. The flag is held palms down, fingers and thumb extended and joined, forearms horizontal. The NCOIC terminates his *Salute* at the last note of the music.

(2) Once the flag is detached, it is then folded. (See Figure K-2, page K-4, for correct folding techniques.) After securing the halyard, the handlers assist in the folding.

**NOTE:** When taking steps forward or backward to fold the flag, the members of the detail **always** step off with the left foot and **always** bring the trail foot alongside the lead foot as in the *Position of Attention*.

(a) To fold the flag the NCOIC commands **Ready, STEP**. All personnel take the appropriate number of steps backward to ensure that the flag is horizontal, wrinkle free, and centered on the flagpole.

(b) The NCOIC then commands **Ready, STEP**. The flag handlers take the appropriate number of steps toward each other, making the first fold lengthwise. The members on the NCOIC's right ensure that their edge of the flag is overlapping the left side by about 1 inch, which prevents any red from showing when the folding is complete. The NCOIC ensures that the flag is straight.

(c) The NCOIC then commands **Ready, TWO**. The members of the column on the NCOIC's left reach down and secure the fold with the fingers pointing upward and the palms facing away.

(d) The NCOIC then commands **Ready, THREE**. The members take the appropriate number of steps backward to ensure that the flag is horizontal, wrinkle free, and centered on the flagpole.

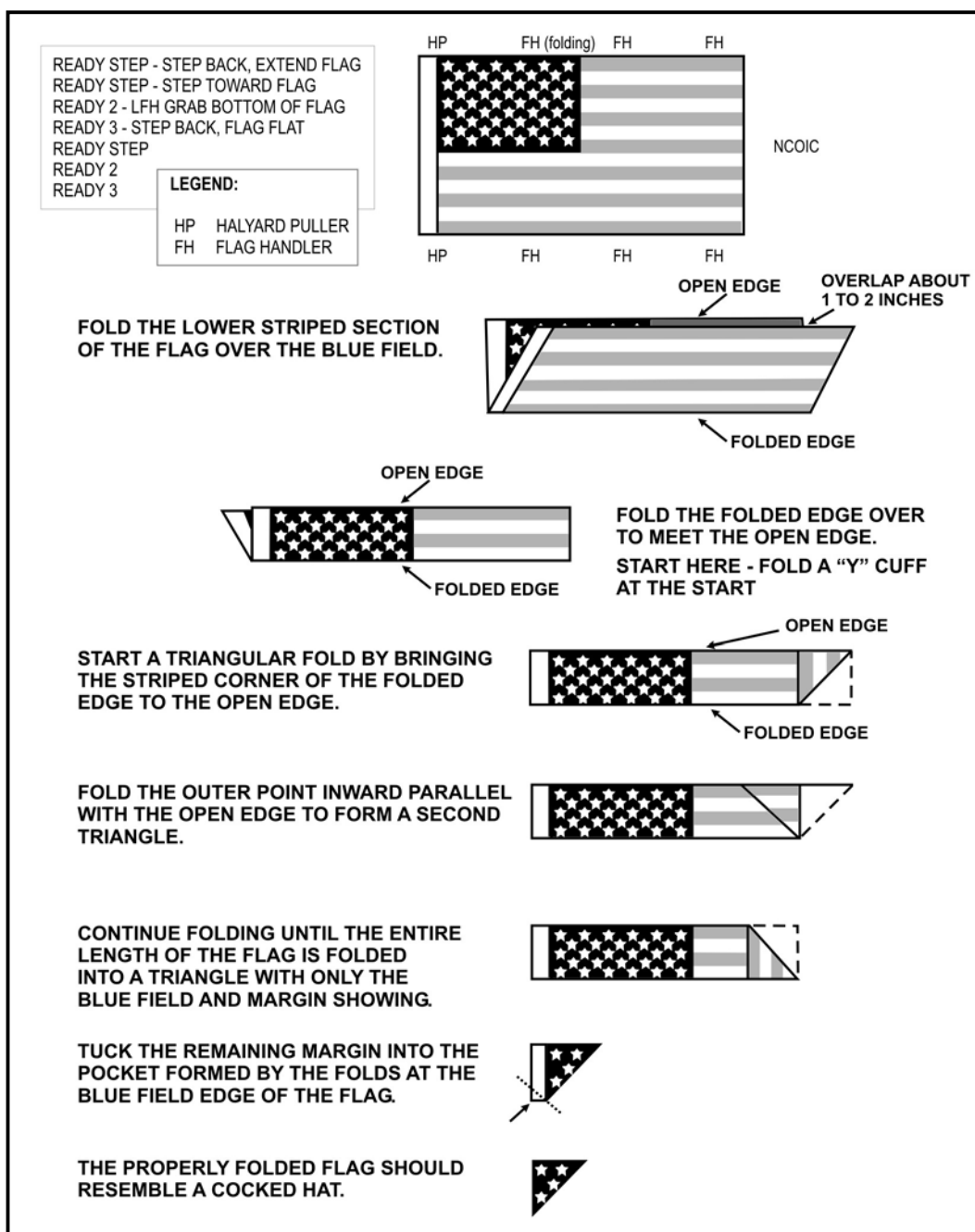
(e) **Ready, STEP, Ready, TWO, and Ready, THREE** are commanded and executed one more time to get the flag completely folded lengthwise.

(f) The flag handlers nearest the NCOIC then fold a 4-inch cuff and begin folding the flag, starting with the corner on the NCOIC's left. When folding the flag, the handlers are careful to keep the edges straight and to not bend the flag.

(g) After the flag has reached the position of honor (at the head of the right column), the NCOIC marches by the most direct route to a position directly in front of the flag handler and inspects the flag. The NCOIC then receives the flag and carries it held against his chest with his forearms with the point up.

(h) **After** the flag has been folded and received by the NCOIC, he positions himself between the halyard pullers and faces the storage site. The NCOIC then commands **Ready, FACE**. The members of the detail make the appropriate *Facing* movement toward the storage site. The detail is then marched to the storage site.

**NOTE:** Once the flag has been folded (cocked hat), it is treated as a cased Color and not saluted by persons meeting the flag detail. The flag will be treated with the utmost dignity and respect but not be rendered any sort of honors.



**Figure K-2. Correct method of folding United States flag.**

### K-3. DISPLAY

The flag of the United States represents the living country and is considered a living thing.

- a. Rules and customs for displaying the U.S. flag, adopted by an act of Congress in 1942 and amended in 1976, are found in Title 36 of the United States Code.

**NOTE:** No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America except during church services conducted by naval chaplains at sea, when the church pennant may be flown above the flag, and except as required by multinational agreements to which the United States is a signatory.

b. The union, the field of blue with the grouping of stars representing the individual states, is the honor point and is the flag's right. When the flag is displayed, the union is always to the top and to the flag's own right (the left of the observer). When carried, the flag is always free, never stretched flat or carried horizontally. In the company of other flags, the U.S. flag is always on the marching right (the flag's own right), or, if there is a line of other flags, in front of the center of that line. When a number of flags of states, or localities, or pennants of societies are grouped and displayed from staffs, the U.S. flag is in the center and at the highest point of the group. If all flags are displayed from staffs of the same height, the flag of the United States is placed in the honor position, to the right of the other flags (to the left of the observer). When flags of two or more nations are displayed, they are flown from separate staffs of the same height, they are of approximately equal size, and the U.S. flag is to the right of the others.

**NOTE:** When the U.S. flag is flown in conjunction with other national flags, care must be taken to ensure that the foreign national flag is correct and properly displayed.

c. The flag of the United States is never used as drapery. It is displayed hung flat against a wall or flown free from a staff. It is not festooned over doorways or arches, tied in a bow, or fashioned into a rosette. It is not used to cover a speaker's desk or draped over the front of a platform. For those purposes, bunting may be used, giving the blue of the bunting the place of honor at the top of the arrangement or in the center of the rosette. Traditionally, there is one permissible departure from the rules for display of the flag of the United States: in a dire emergency, the flag may be flown upside down as a distress signal.

**NOTE:** For a detailed explanation of the regulations concerning the flag of the United States and other flags and Colors, see ARs 840-10 and 600-25.

#### **K-4. CLASSIFICATION**

A flag, as distinguished from a Color, is not saluted except during the ceremonies of raising and lowering the flag.

a. U.S. flags used by the Army are classified by size as follows:

(1) **Garrison Flag.** The garrison flag is 20 feet hoist by 38 feet fly of nylon wool and is displayed on holidays and important occasions.

(2) **Post Flag.** The post flag is 8 feet 11 3/8-inch hoist by 17 feet fly of nylon and is used for general display, and flown daily.

(3) **Field Flag.** The field flag is 6 feet 8 inches hoist by 12 feet fly of nylon wool and is used for display with the positional field flag.

(4) **Storm Flag.** The storm flag is 5 feet hoist by 9 feet 6 inches fly of nylon and is flown during inclement weather.

(5) **Interment Flag.** The interment flag is 5 feet hoist by 9 feet 6 inches fly of cotton bunting.

b. A Color is the U.S. flag trimmed on three sides with golden yellow fringe 2 1/2 inches wide. The Color is primarily for indoor display. U.S. Colors used by the Army are classified by size as follows:

- 4 feet, 4 inches hoist by 5 feet, 6 inches fly displayed with the U.S. Army flag, positional Colors, the Corps of Cadets Colors, 1st Battalion 3rd Infantry Colors, and the chapel flag.
- 3 feet hoist by 4 feet fly displayed with the Army field flag, distinguishing flags, organizational Colors, institutional flags, and the chapel flag.

c. Other types of military flags include:

(1) **Colors.** These are flags of organizations and certain civilian and military officials.

(2) **Standards.** Flags of mounted units were formerly called standards.

(3) **Distinguished Flags.** These flags identify headquarters, offices, general officers, and organizations, none of which is authorized organizational or individual Colors.

(4) **Ensign.** An ensign is a rectangular flag flown from aircraft, ships, and boats.

(5) **Guidon.** A guidon is a swallow-tailed flag carried by companies, batteries, troops, and certain detachments.

(6) **Pennant.** A pennant is a triangular flag used for various utility purposes.

d. Dismounted organizations traditionally carried the Color while mounted organizations (cavalry, mechanized, and motorized) traditionally carried the standard. Colors were larger than standards. Under present regulations, both are called Colors.

e. The organizational Color is dipped in *Salute* during the playing of the United States National Anthem, "To the Color," "Taps" (funerals only), and during the ceremony at reveille. It is dipped in *Salute* when rendering honors to the organization's commander or to a person of higher grade, but at no other time. The U.S. flag is never dipped in *Salute*.

f. Until 1813, the Colors of an infantry regiment were carried by ensigns, who were the lowest ranking officers of the regiment. In that year, the regulations were changed and the work was entrusted to Color sergeants. Noncommissioned officers carry them today.

## K-5. ARMY FLAGS

The United States Army flag is 4 feet, 4 inches hoist by 5 feet, 6 inches fly and is trimmed on three sides with yellow fringe 2 1/2 inches in width. On Flag Day, 14 June 1956, the 181st anniversary of the U.S. Army, the newly adopted United States Army flag was publicly unfurled at Independence Hall, Philadelphia, Pennsylvania, by the Honorable Wilbur M. Brucker, Secretary of the Army. The flag, of white silk, bears an embroidered replica of the official seal of the Department of the Army in ultramarine blue (without the roman numerals). A scarlet scroll inscribed "United States Army" in white is centered between the device and the ultramarine blue numerals "1775" denoting the year the Army was founded, by action of the Continental Congress, 14 June 1775. The original War Office seal, constituting the central design of the flag, was authorized by the Continental Congress on 8 May 1779. The U.S. Army flag bears all the streamers representing the

Army's campaigns since its inception. (When not being carried, the Yorktown streamer should always be prominently displayed.)

The Army field flag was authorized in 1962 and is the same as the United States Army flag except that it is 3 feet hoist by 4 feet fly, the background is ultramarine blue, the seal is white, the scroll is white, "United States Army" is scarlet, the numerals "1775" are white, and streamers are not authorized. The flag is issued to those organizations and headquarters not authorized the United States Army flag. (Units authorized issue are specified in AR 840-10.)

#### **K-6. COURTESIES BY INDIVIDUALS**

Table K-1 (pages K-8 through K-11) lists courtesies by individuals in various dress and circumstances.

<b>COURTESIES BY INDIVIDUALS</b> (ADAPTED FROM AR 600-25, APPENDIX A)					
1. MILITARY PERSONNEL IN UNIFORM (WITH OR WITHOUT HEADADDRESS) AND IN FORMATION.					
REVEILLE	RETREAT WHEN PLAYED AS PRELUDE TO "TO THE COLOR"	"TO THE COLOR" OR NATIONAL ANTHEM	WHEN UNCASD COLORS PASS BY OR WHEN PASSING UNCASD COLORS	CANNON SALUTES RENDERED AS HONOR TO A PERSON (NOTE 1)	MILITARY FUNERALS
Execute <i>Present Arms</i> and <i>Order Arms</i> at the command of OIC or NCOIC.	Execute <i>Parade Rest</i> at the command of OIC or NCOIC.  Remain at <i>Parade Rest</i> until given <i>Attention</i> by OIC or NCOIC.	Same as for <i>Reveille</i> .	COLORS ARE PASSING: Execute <i>Present Arms</i> at the command of OIC or NCOIC. Command is given when Colors are within six paces of the flank of the unit, and the salute is held until the Colors are six paces past the flank of the unit, at which time the command <i>Order Arms</i> is given.  PASSING THE COLORS: Execute orders at the command of OIC or NCOIC.	Execute <i>Present Arms</i> at the command of OIC or NCOIC. Hold <i>Salute</i> until command <i>Order Arms</i> is given by OIC or NCOIC.	Execute <i>Present Arms</i> at the command of OIC or NCOIC.
<b>Notes:</b> 1. When the cannon salute to the Union or nation is fired, no individual action is required. 2. Military photographers covering ceremonies will render appropriate courtesy during the playing of the National Anthem.					

Table K-1. Courtesies by individuals.



COURTESIES BY INDIVIDUALS					
2. MILITARY PERSONNEL IN UNIFORM (WITH OR WITHOUT HEADRESS) NOT IN FORMATION.					
REVEILLE	RETREAT WHEN PLAYED AS PRELUDE TO "TO THE COLOR"	"TO THE COLOR" OR NATIONAL ANTHEM	WHEN UNCASD COLORS PASS BY OR WHEN PASSING UNCASD COLORS	CANNON SALUTES RENDERED AS HONOR TO A PERSON (NOTE 1)	MILITARY FUNERALS
At the first note of music, face the flag (or music if flag is not in view) and render <i>Hand Salute</i> . End <i>Salute</i> on last note of music.	At the first note of music, face the flag (or music if flag is not in view) and stand at <i>Attention</i> . Hold that position until the last note of "Retreat" has been played.	(Note 2) At the first note of music: if outdoors, render <i>Hand Salute</i> ; if indoors, stand at <i>Attention</i> . Hold that position until last note of music has been played.	<p>COLORS ARE PASSING: When colors are within six paces: if outdoors, render <i>Hand Salute</i>; if indoors, stand at <i>Attention</i>. Hold that position until Colors have passed six paces.</p> <p>PASSING THE COLORS: Outdoors: when within six paces of the colors, turn head in direction of the Colors and render <i>Hand Salute</i>. Hold <i>Salute</i> until six paces past the Colors.</p>	At the first note of music or first round of <i>Salute</i> , face the ceremonial party and render <i>Hand Salute</i> . End <i>Salute</i> on last note of music or when last round of <i>Salute</i> has been fired.	Each time casket is moved: if outdoors, render <i>Hand Salute</i> ; if indoors, stand at <i>Attention</i> .

Table K-1. Courtesies by individuals (continued).

COURTESIES BY INDIVIDUALS					
3. ALL MEN (CIVILIAN AND MILITARY) WEARING CIVILIAN CLOTHES (INCLUDING SPORTS UNIFORM) WITH HEADDRESS.					
REVEILLE	RETREAT WHEN PLAYED AS PRELUDE TO "TO THE COLOR"	"TO THE COLOR" OR NATIONAL ANTHEM	WHEN UNCASSED COLORS PASS BY OR WHEN PASSING UNCASSED COLORS	CANNON SALUTES RENDERED AS HONOR TO A PERSON (NOTE 1)	MILITARY FUNERALS
At the first note of music, face the flag in view), stand at <i>Attention</i> , and remove headdress with right hand and hold over left shoulder with right hand over the heart. Hold that position until last note of music has been played.	At the first note of music, face the flag (or music if flag is not in view), remove headdress with right hand, and stand at <i>Attention</i> . Remain at <i>Attention</i> until last note of "Retreat" has been played.	(Note 2) At the first note of music: if outdoors, hold headdress over the left shoulder with the right hand over the heart; if indoors, stand at <i>Attention</i> . Hold that position until last note of music has been played.	COLORS ARE PASSING: When colors are within six paces: if outdoors, stand at <i>Attention</i> , remove headdress with right hand, and hold over the left shoulder with right hand over heart; if indoors, stand at <i>Attention</i> . Hold that position until Colors have passed six paces.  PASSING THE COLORS: Outdoors, when within six paces of Colors, turn head in direction of Colors, remove headdress with right hand, and hold over left shoulder with right hand over the heart. Hold that position until six paces past the colors.	At the first note of music or first round of <i>Salute</i> , face the ceremonial party, remove headdress, and stand at <i>Attention</i> . Hold that position until last note of music or last round of <i>Salute</i> has been fired.	Each time casket is moved: if outdoors, stand at <i>Attention</i> , remove headdress with right hand, and hold over the left shoulder with right hand over heart; if indoors, stand at <i>Attention</i> .

Table K-1. Courtesies by individuals (continued).

COURTESIES BY INDIVIDUALS					
4. MILITARY PERSONNEL AND CIVILIANS IN CIVILIAN DRESS WITHOUT HEADRESS. FEMALE PERSONNEL (CIVILIAN AND MILITARY NOT IN UNIFORM) WITH OR WITHOUT HEADRESS. PERSONNEL ENGAGED IN SPORTS AND ATTIRE IN SPORT UNIFORM WITHOUT HEADRESS.					
REVEILLE	RETREAT WHEN PLAYED AS PRELUDE TO "TO THE COLOR"	"TO THE COLOR" OR NATIONAL ANTHEM	WHEN UNCASSED COLORS PASS BY OR WHEN PASSING UNCASSED COLORS	CANNON SALUTES RENDERED AS HONOR TO A PERSON (NOTE 1)	MILITARY FUNERALS
At the first note of music, face the flag (or music if flag is not in view) and stand at <i>Attention</i> with right hand over heart. Hold that position until last note of music has been played.	At the first note of music, face the flag (or music if flag is not in view) and stand at <i>Attention</i> . Remain at <i>Attention</i> until last note of "Retreat" has been played.	(Note 2) At the first note of music: if outdoors, stand at <i>Attention</i> with right hand over heart; if indoors, stand at <i>Attention</i> . Hold that position until last note of music has been played.	COLORS ARE PASSING: When colors are within six paces: if outdoors, stand at <i>Attention</i> , with right hand over heart; if indoors, stand at <i>Attention</i> . Hold that position until Colors have passed six paces. PASSING THE COLORS: No action is required.	At the first note of music or first round of <i>Salute</i> , face the ceremonial party and stand at <i>Attention</i> . Hold that position until last note of music or last round of <i>Salute</i> has been fired.	Each time casket is moved: if outdoors, stand at <i>Attention</i> with right hand over heart; if outdoors, stand at <i>Attention</i> .

Table K-1. Courtesies by individuals (continued).